

Security Information
PURCHASE SECTION REPORT
For Week Ended 12 August 1953

Requisitions

Balance pending end of previous week	262
Received during week	143
	405
Completed during week	153
Balance pending end of week	252

Purchase Orders Issued

215	\$ 67,056.93
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Backlog of Typing

Purchase Orders	49
Correspondence	5
Invitations to Bid	15
Bills of Lading	00
Total	69

STATUS OF PENDING REQUISITIONS*

A. Without Action		Estimated Value
Held less than 15 days	92	\$ 21,192.50
Held more than 15 days	0	-0-
Total	92	\$ 21,192.50
B. With Action		
<u>Pending Information from Requisitioning Office</u>		
Held less than 30 days	21	2,456.00
Held more than 30 days	0	-0-
Total	21	2,456.00
<u>Pending Receipt or Opening of Bids</u>		
Held less than 30 days	96	22,110.00
Held more than 30 days	0	-0-
Total	96	22,110.00
<u>Pending Clearance from GPO and/or GSA</u>		
Held less than 30 days	8	5,050.00
Held more than 30 days	0	-0-
Total	8	5,050.00
<u>Pending Completion of Service and/or Billing</u>		
Held less than 30 days	35	1,050.00
Held more than 30 days	0	-0-
Total	35	1,050.00
<u>Total with Action</u>	160	\$ 30,666.00
C. <u>Total Pending Requisitions</u>	252	\$ 51,858.50
D. Total Hours of Overtime during the past week:	2 hours	

* Details for each Purchasing Agent are in Purchase Section

Contracts, Amendments, executed during period of
6 August 1953 through 12 August 1953

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<u>Contract Number</u>	<u>Contractor</u>	<u>Commodity & Quantity</u>	<u>Dollar Value</u>
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[REDACTED]

Status of Contract Actions Pending for Contract Section
As of 12 August 1953

A. No Action	4	
B. Pending receipt of more information, clearances, etc.	14	
C. Pending bid Opening and Award	9	
D. Negotiations Underway	9	
E. Pending drafting of contractual documents	5	41
F. No further action required by procurement officer		
1. Pending typing and mailing to Contractor	20	
2. Pending signature of Contractor	11	
3. Pending final clearance and signature of Contracting Officer	4	
		35
		<u>76</u>

Note: 3 actual requisitions and 32 memos and letters were received during the week which will require contract or other action by the Contract Procurement officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 35 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 7.

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